

Contract Name: **FileMaker Software**

Solicitation Number: **5400007677**

Contract Period: **07/01/2014 to 06/30/2019**

[Terms and Conditions](#)

ITMO Procurement Manager:

Sarah Romano

803-896-0022

sromano@mmo.sc.gov

Last Updated: 04/20/2016

[Click here for instructions how to place orders for FileMaker software](#)

SHI International

Point of Contact:

Onsite Sales Support:

Higher Education

Orlinda Rose

Fort Mill, SC

Phone 770-906-1711

Orlinda_Rose@shi.com

K-12

Willie Ivery

Atlanta, GA

Phone (404) 729-0281

Willie_Ivery@shi.com

Inside Sales Team - Quotes, Orders, Tracking:

Southeast Team

Office 800-715-3197

Fax 732-868-6055

Email Southeastteam@shi.com

Escalation Contact:

Tony Santini

Office 727-424-4201

Email Tony_Santini@SHI.com

Send Payments To:

SHI

290 Davidson Ave

Somerset, NJ 08873

Contract#: 4400008575

FEIN: 56-1878180

[Contract Pricing](#)

[Contract Award](#) - Details pricing discounts

[How to Place Purchase Orders for FileMaker software](#)

To place purchase orders for your FileMaker software needs, please use the following four (4) steps:

Step 1

Visit the State's Procurement website for pricing. If you need assistance, contact SHI for a quote.

Step 2

Complete your Purchase Order—ensuring that the PO is addressed to SHI.

ALL USERS

1. You **MUST** make sure that your PO matches the Quote 100%.
2. The amount of taxes on your PO should match what is referenced on the quote. Electronic Delivered items are Tax Exempt.
3. Electronic Delivery items should include a note that states "Electronic Delivery Only". This is a requirement on all orders that include downloaded software – NOT MEDIA.
4. Include your Quote Number on all PO's you send.
5. Include a "Ship to" address even if nothing ships with the order.

If you fail to follow these instructions Purchase Orders will be returned for correction or the tax indicated on the PO will be applied to the order and any request for reimbursement of paid taxes will need to be handled through the Department of Revenue.

Step 3

Email purchase orders to SHI International.

Step 4

Software will be provided and invoiced to agencies directly from SHI International Corp.

Please provide the contact information for your primary licensing contact on each Purchase Order.

Please choose the individual to whom the FileMaker Licensing Confirmations should be sent. This simple procedure should allow you to fully catalog your FileMaker licenses and may simplify tracking of lost or missing orders.

***The Primary Licensing Contact Information requested is as follows:**

Primary Contact Person
Primary Contact Person E-mail Address
Primary Contact Person Phone Number

***The primary licensing contact should be a single point of contact per department or agency.**